

Self Service “My Biz” Module I, Chapter 2 Accessing My Information


Introduction

The Self Service Employee “My Biz” module provides employees the ability to log into DCPDS and view their employment-related information. The following pages provide a brief overview of the new functionality.

Contents


| Topic | Page |
|------------------------|-------------|
| General Information | 2 |
| Show/Hide Information | 2 |
| Appointment Tab | 3 |
| Position Tab | 3 |
| Personal Tab | 3 |
| Salary Tab | 4 |
| Benefits Tab | 4 |
| Awards and Bonuses Tab | 4 |
| Performance Tab | 5 |

View My Information

The  [My Information](#) function will allow employees to view their employee related information.

General Information

Displays a summary of the employee's current position information. This information is viewable from any tab selected.



Department of Defense

GENERAL INFO: The information is current as of today's date.

| | | | |
|---------------|-----------------------------------|----------------|-----------------|
| Organization | AF AUDIT AGENCY AF06AU06F4Q701 | Job Title | Auditing (0511) |
| Position | .SUPV AUDITOR. .AF06.APPR | Grade/Pay Band | YC-02 |
| Total Salary | 103,435.00 USD | Step or Rate | 00 |
| Email Address | firstname.lastname@army.mil | Office Symbol | AFAA14 |

Figure 1

Show/Hide Information

→ Show

| Details | Appraisal Start Date | Appraisal Type | Rating of Record | Date Effective |
|---------|----------------------|------------------|---|----------------|
| ▶ Show | 31-Mar-2005 | Annual Appraisal | Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv | 01-Jun-2005 |

Figure 2

A “Show” folder will be displayed when there is additional information available for display. Click the “+” sign to open the folder and view the additional data elements.

→ Hide

| Details | Appraisal Start Date | Appraisal Type | Rating of Record | Date Effective |
|----------------------------|----------------------|----------------------|---|----------------|
| ▼ Hide | 31-Mar-2005 | Annual Appraisal | Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv | 01-Jun-2005 |
| Date Effective | | 01-Jun-2005 | | |
| Date Initial Appraisal Due | | 31-Mar-2005 | | |
| Organization Structure ID | | Unit AU06F4Q7 | | |
| Pay Plan/Pay Schedule | | Office Symbol AFAA14 | | |
| Optional Information | | Grade/Pay Band 14 | | |
| | | 898988888 | | |

Figure 3

Once you finish viewing the information, click the “-” sign to close the folder.

Information Tabs - The following is a list of the Tabs and information available under each.

Appointment Tab contains current appointment information.

| Appointment | | | | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance |
|---|--|--|--|-----------------|----------------|--------|--------------|--------------------|-------------|
| Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status. | | | | | | | | | |
| Details Effective Date | | | | Job | Grade/Pay Band | | Step or Rate | | |
| ▼ Hide 05-Dec-2006 | | | | Auditing (0511) | YC-02 | | 00 | | |
| Employment Work Schedule F - Full-Time Part-Time Hours Biweekly Pay Rate Determinant 0 - Regular Rate WGI Due Date WGI Pay Date Last Equivalent Increase 24-Aug-2006 Key Emergency Essential Empl Not Assigned to Key Emergency Tenure 1 - Permanent - Tenure Group 1 Annuitant Indicator 9 - Not Applicable Employee Position Assignment NTE Start Date Date Arrived Personnel Office 22-Mar-1992 Leave Without Pay Start Date Assignment NTE Date Sabbatical Start Date Leave Without Pay End Date Sabbatical End Date Email Address jane.doe@army.mil | | | | | | | | | |

Figure 4

Position Tab contains the employee's position information.

| Appointment | | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance |
|--|-------------------|------------------------------------|--|-----------------------|---------------------|--------------------|---------------|
| Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status. | | | | | | | |
| Details | Effective Date | Position Name | Organization | Grade/Pay Band | Job Title | Target Grade | Office Symbol |
| ▶ Show | 24-Aug-2006 | 123456 SUPV AUDITOR. 111111 | AF06 APPR AF AUDIT AGENCY AF06AU06F4Q701 | YC-02 | Auditing (0511) | YC-02 | AFAA14 |
| ▶ Show | 05-Oct-2003 | 234555 SUPERVISORY AUDITOR. 222222 | AF06 APPR AF AUDIT AGENCY AF06AU06F4Q701 | GS-14 | Auditing (0511) | GS-14 | AFAA14 |
| Language Details | | | | | | | |
| Language Identifier | Proficiency Level | Reading Proficiency | Speaking Proficiency | Listening Proficiency | Writing Proficiency | | |
| No data exists. | | | | | | | |

Figure 5

Personal Tab contains employee specific information.

| Appointment | | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance |
|--|--|--|----------|-----------------------------------|----------|----------------------------------|-------------|
| The following section displays detailed historical information through today's date. | | | | | | | |
| Details As Of Effective Date | | ▼ Hide 18-Oct-2006 | | | | | |
| SCD Leave | | 27-Jun-1976 | | Social Security Number | | | |
| Date Of Birth | | | | Gender | | M | |
| Race or National Origin | | E - White, not of Hispanic origin | | Handicap | | 84 - Diabetes | |
| Citizenship | | 1 - U.S. Citizen, includes U.S. Nationals | | Date Last Promotion | | 05-Oct-2003 | |
| Agency Code Transfer From | | | | Veterans Preference | | 2 - 5-Point | |
| Veterans Preference for RIF | | Y - Yes | | Veterans Status | | V - Vietnam-Era Veteran | |
| Email Address | | jane.doe@army.mil | | Appointment Type | | 1A - Competitive - Career | |
| Current Appointment Authority (1) | | AYM | | Current Appointment Authority (2) | | | |
| Previous Retirement Coverage | | Never Covered | | SCD Civilian | | 19-Jan-1988 | |
| SCD RIF | | 27-Jun-1976 | | SCD Retirement | | 19-Jan-1988 | |
| Reserve Category | | IRR - Air Force | | Military Recall Status | | Y - Not Applicable | |
| Date Retired Uniform Service | | | | Uniform Service Component | | | |
| Uniform Service Designation | | | | Retirement Grade | | | |
| Military Retirement Waiver Ind | | 1106 | | Exception Retirement Pay Ind | | | |
| Creditable Military Service | | | | Frozen Service | | 1106 | |
| Date Conversion Career Begins | | | | Date Conversion Career Due | | | |
| Date Recmd Conversion Begins | | | | Date Recmd Conversion Due | | | |
| Date VRA Conversion Due | | | | Date Prob/Trial Period Begins | | | |
| Date Prob/Trial Period Ends | | | | Ethnicity And Race | | Hispanic-White | |
| SCD Special Retirement | | | | SCD SES | | | |

Figure 6

Salary Tab contains the employee's pay related information.

[Appointment](#)
[Position](#)
[Personal](#)
[Salary](#)
[Benefits](#)
[Awards and Bonuses](#)
[Performance](#)

The following section displays detailed historical information through today's date.

Previous
1-1
Next 1

| | Details | Effective Date | Basic Pay | Locality Pay | Adjusted Basic Pay | Other Pay | Total Pay | Locality Percentage | Currency |
|--------|--------------------------|----------------|-----------|--------------|--------------------|-----------|--|---------------------|----------|
| ▼ Hide | | 01-Oct-2006 | 88,165.00 | 15,429.00 | 103,594.00 | 0.00 | 103,594.00 | 17.5 | USD |
| | AUO | | | | | | AUO Premium Pay Indicator | | |
| | Availability Pay | | | | | | Availability Pay Premium Pay Indicator | | |
| | Retention Allowance | | | | | | Retention Allowance Percentage | | |
| | Supervisory Differential | | | | | | | | |

Figure 7

Benefits Tab contains the employee's benefits related information.

Benefits

The following section displays detailed historical information through today's date.

FEGLI

| FEGLI | Start Date |
|------------|-------------|
| Basic only | 06-May-2001 |

☒ **TIP** OPM is in the process of changing the current Health Plan 3-digit code to a 7-digit code; therefore, if you selected a 3-digit code Health Plan, the text appearing in the Enrollment column below may not be accurate. All Health Plan enrollment text changes will be included in Self Service once OPM's conversion is complete.

Health Benefits

| | | | | Previous | 1-1 | Next |
|----------------------|-------------|-------------|--|--------------------|-----|------|
| Details | Start Date | Health Plan | Enrollment | Premium Conversion | | |
| Show | 08-Jan-2006 | MD-IPA (JP) | Self & Family High Option, or Self & Family (no options) (2) | Pre Tax | | |

Thrift Saving Plan

| | | | | Previous | 1-1 | Next |
|----------------------|-------------|--------|------|---------------------------|-------------|------|
| Details | Start Date | Amount | Rate | Status | Status Date | |
| Show | 19-Mar-2006 | 585.00 | | Y - Elected To Contribute | 14-Jul-1991 | |

TSP Catch Up Contribution

| Start Date | End Date | Catch Up Amount |
|-------------|-------------|-----------------|
| 08-Jan-2006 | 23-Dec-2006 | 250.00 |
| 12-Jun-2005 | 24-Dec-2005 | 1,000.00 |
| 16-May-2004 | 25-Dec-2004 | 1,000.00 |

Retirement Plan

| Start Date | Retirement Plan | FERS Coverage |
|-------------|-------------------|-----------------------------------|
| 06-May-2001 | K - FERS and FICA | A - Automatically Covered By FERS |

Figure 8

Awards and Bonuses Tab displays the employee's award or bonus information.

| Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance |
|--|---------------------------|--------------------------|------------------------|-----------------------------|------------------------------------|-----------------------------|
| The following section displays detailed historical information through today's date. | | | | | | |
| Award Details | | | | | | |
| <div> Previous 1-10 N </div> | | | | | | |
| Date Award Earned | Award Type | Amount or Hours | Award Percentage | Award Agency | | |
| 03-Feb-2006 | Time Off Award | 9 | | Department of the Air Force | | |
| 01-Jun-2005 | Performance Award | 2000 | | Department of the Air Force | | |
| 11-Dec-2003 | Staff and Staff Team | | | Department of the Air Force | | |
| 07-Feb-2005 | Time Off Award | 9 | | Department of the Air Force | | |
| 23-Dec-2003 | Time Off Award | 9 | | Department of the Air Force | | |
| 03-Nov-2003 | Notable Achievement Award | 500 | | Department of the Air Force | | |
| 01-Jun-2003 | Performance Award | 1600 | | Department of the Air Force | | |
| 06-Jan-2003 | Time Off Award | 9 | | Department of the Air Force | | |
| 01-Jun-2002 | Performance Award | 1600 | | Department of the Air Force | | |

Figure 9

Performance Tab displays the employee's performance appraisal information.

| Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance | |
|--|----------------------|------------------|---|----------|--------------------|-------------|----------------|
| The following section displays detailed historical information through today's date. | | | | | | | |
| Details | Appraisal Start Date | Appraisal Type | Rating of Record | | | | Date Effective |
| Show | 31-Mar-2005 | Annual Appraisal | Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv | | | | 01-Jun-20 |
| Show | 31-Mar-2004 | Annual Appraisal | Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv | | | | 01-Jun-20 |
| Show | 31-Mar-2003 | Annual Appraisal | Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv | | | | 01-Jun-20 |
| Show | 31-Mar-2002 | Annual Appraisal | Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv | | | | 01-Jun-20 |
| Show | 01-Jun-2001 | Annual Appraisal | Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv | | | | 01-Jun-20 |
| Show | 01-Jun-2000 | Annual Appraisal | Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv | | | | 01-Jun-20 |
| Show | 01-Jun-1999 | Annual Appraisal | Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv | | | | 01-Jun-19 |
| Show | 01-Jun-1998 | Annual Appraisal | Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv | | | | 01-Jun-19 |
| Show | 01-Jun-1997 | Annual Appraisal | Exc Expec, Exc Full Succ, Excel, High-Succ, High Effec, Succ Lvl 2 or Equiv | | | | 01-Jun-19 |
| Show | 01-Sep-1996 | Annual Appraisal | Exc Expec, Exc Full Succ, Excel, High-Succ, High Effec, Succ Lvl 2 or Equiv | | | | 01-Sep-19 |

Figure 10